

Chief Records Management Staff

19 August 1960

Cable Secretariat

Annual Report on Headquarters Records Holdings

REFERENCE: Your Memo Concerning Above Subject Dated 28 June 1960 .

1. Data requested is as follows:

- a. Records on hand 1 July 1959 totaled 134 cubic feet
- b. Records destroyed during FY 1960 totaled 1,423 cubic feet
- c. Records on hand as of 30 June 1960 totaled 116.5 cubic feet

2. During the year certain reorganization of our files resulted in clearing (late in July) 2 four drawer combination safes which will be returned to stock during August. The net reduction of 17.5 cubic feet in our current files is due chiefly to effecting a substantial reduction in our cable reference file. This, our largest file, in FY 58 occupied 96 cubic feet, was reduced in FY 59 to 76 cubic feet and reduced again in FY 60 to 50 cubic feet. Changes in this and other files are more fully described in the proposed revision of our Records Control Schedule # 12.02-57, attached.

3. For your information, we plan to maintain our Cable Reference file (item 9b of our schedule) in the new building in the same manner as we are now doing, i.e., Pendoflex folders in 4 drawer fireproof combination safes. Conceivably such practice, currently approved by Records Management and Office of Security, might not be desirable or necessary once we are located in the new building. If such proves to be the case, we would appreciate any advice and guidance you may be able to provide concerning a proper control of this file.

4. All in all, we think FY 60 has been a good records control year.

[Redacted Signature]

C/S Records Control Officer

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Attachment: Records Control Schedule
12.02-57 (revised FY 1961)